

Compensation Board Minimum Criteria for
Sheriffs' Career Development Program:
Certification by the Compensation Board

Adopted by the
Compensation Board
July 20, 2005

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Executive Summary

The 2005 General Assembly directed the Compensation Board to develop a Career Development Program (CDP) for Sheriffs. A committee comprised of Compensation Board staff and Sheriffs was formed and developed the criteria for the CDP. A key component of the General Assembly authorization of the CDP was the provision that the Compensation Board allow accreditation by three agencies (the Virginia Law Enforcement Professional Standards Commission, the American Correctional Association or the Commission Accreditation for Law Enforcement Agencies) as an alternative to some of the established minimum criteria for the CDP. Sheriffs who meet Compensation Board minimum criteria for the CDP and achieve accreditation from one of these agencies will receive a 9.3% salary increase. For Sheriffs who did not achieve certification from one of these agencies but achieved Compensation Board certification, the pay raise will be:

- (i) 3.1 percent for all sheriffs who certify their compliance with the established minimum criteria for the Sheriffs' Career Development Program; and
- (ii) 3.1 percent additional increase for sheriffs who certify their compliance with the established minimum criteria for the Sheriffs' Career Development Program and operate a jail; and
- (iii) 3.1 percent additional increase for all sheriffs who certify their compliance with the established minimum criteria for the Sheriffs' Career Development Program and provide primary law enforcement services in the county.

This document sets forth the requirements for Compensation Board Certification of a Sheriff's Office. The intent of this policy is to insure that the Compensation Board's Certification Program for Sheriffs' Offices is equal to the Compensation Board's Accreditation Program for Sheriffs' Offices in all material respects.

Compensation Board certification of Sheriffs' Offices has four components:

- Compliance and proof of compliance with minimum training and development criteria (Virginia Sheriffs' Institute approval of course work directly related to the management and supervisory duties of the Sheriff; lawful employment training for the Sheriff and/or command staff and career development for deputies) and,
- Compliance and proof of compliance with minimum financial audit standards and,
- Compliance and proof of compliance with specific Compensation Board standards, developed in conjunction with Virginia Law Enforcement Professional Standards Commission standards and,

- Compliance and proof of compliance with specific Compensation Board performance standards.

The Compensation Board has, by policy, adopted specific standards approved by the Virginia Law Enforcement Professional Standards Commission as well as performance standards for jails and law enforcement. Upon annual application in the month of June, the Compensation Board will schedule an audit of the Sheriff's office prior to December 1 of each year to determine compliance with Compensation Board standards. Sheriffs in full compliance will be notified by January 1 and advised to request the appropriate pay raise authorized by law (3.1%, 6.2% or 9.3%) in their budget submission due by February 1 of each year.

Study Participants

2005 Sheriffs' Certification Study Participants:

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The Honorable Robert D. Crockett, Sheriff, Accomack County
The Honorable James A. Davis, Sheriff, Pulaski County
The Honorable Vernie W. Francis, Jr., Sheriff, Southampton County
The Honorable Farrar W. Howard, Jr., Sheriff, New Kent County
The Honorable Charles E. Jett, Sheriff, Stafford County
John W. Jones, Executive Director, Virginia Sheriffs' Association
The Honorable E. Stuart Kitchen, Jr., Sheriff, Sussex County
The Honorable Herbert R. Lightner, Sheriff, Highland County
The Honorable B. J. Roberts, Sheriff, City of Hampton
The Honorable James R. Woodley, Sheriff, Brunswick County

Authority

Virginia Acts of Assembly - 2005 Session

Chapter 951, Item 64, Paragraph M:

M.1. Out of the amounts included in this Item is \$240,089 the second year from the general fund for the Compensation Board to establish a Sheriffs' Career Development Program. The Compensation Board shall adopt minimum criteria for the Sheriffs' Career Development Program by August 1, 2005. The minimum criteria shall include initial and continuing education requirements for the sheriffs, the adoption of certain administrative and human resources management policies, audit requirements and other matters deemed relevant by the Compensation Board. The Compensation Board shall also include accreditation by the Virginia Law Enforcement Professional Standards Commission, the American Correctional Association, or the Commission on Accreditation for Law Enforcement Agencies as an alternative to some of the established minimum criteria for the Sheriffs' Career Development Program. The Compensation Board shall submit the minimum criteria for Sheriffs' Career Development Program to the Governor and the Chairmen of the House Appropriations and Senate Finance Committees no later than August 15, 2005.

2. Following receipt of a sheriff's certification that the minimum requirements of the Sheriffs' Career Development Program have been met, and provided that such certification is received by the Compensation Board on or before November 1, 2005, the Compensation Board shall increase the annual salary shown in Paragraph A of this Item by the percentage shown below for a seven-month period effective December 1, 2005. Subsequent certifications shall be submitted by sheriffs as part of their annual budget request to the Compensation Board by February 1 of each year, with the salary increase becoming effective on the following July 1 for a 12-month period.

a. 9.3 percent increase for all sheriffs who certify their compliance with the established minimum criteria for the Sheriffs' Career Development Program and have achieved accreditation from the Virginia Law Enforcement Professional Standards Commission, or the Commission on Accreditation of Law Enforcement agencies, or the American Correctional Association, or,

b. For sheriffs that have not achieved one of the above accreditations,

(i) 3.1 percent for all sheriffs who certify their compliance with the established minimum criteria for the Sheriffs' Career Development Program; and

(ii) 3.1 percent additional increase for sheriffs who certify their compliance with the established minimum criteria for the Sheriffs' Career Development Program and operate a jail; and

(iii) 3.1 percent additional increase for all sheriffs who certify their compliance with the established minimum criteria for the Sheriffs' Career

Development Program and provide primary law enforcement services in the county.

Compensation Board Certification of Sheriffs' Offices

Policy

It is the policy of the Compensation Board to adopt for purposes of certifying Sheriffs' Offices certain policies established by the Virginia Law Enforcement Professional Standards Commission as approved January 2004 and any subsequent amendments thereto. The Compensation Board shall adopt other such policies as it deems necessary.

Purpose

The purpose of this policy is to improve professionalism, service delivery and to reduce liability issues in Sheriffs' Offices. The intent of this policy is to insure that the Compensation Board's Certification Program for Sheriffs' Offices is equal to the Compensation Board's Accreditation Program for Sheriffs' Offices in all material respects.

Procedures

- A. The Compensation Board shall review the Virginia Law Enforcement Professional Standards Commission policies on an annual basis and adopt such policies as it deems appropriate for Compensation Board certification purposes.
- B. Any Sheriff seeking Compensation Board certification shall annually submit the Application for Certification form to the Compensation Board in the month of June.
- C. Prior to December 1 of each year, the Compensation Board shall conduct an audit of the Sheriff's compliance with Compensation Board standards with at least seven workdays notice to the Sheriff.
- D. The Compensation Board will seek the assistance of the Virginia Law Enforcement Professional Standards Commission in auditing Compensation Board standards.
- E. Prior to January 1 of each year, the Compensation Board shall notify each Sheriff seeking certification of the status of their request so that they may submit an application for the appropriate salary increase as part of the Compensation Board annual budget process.

- F. Sheriffs with an acceptable audit will submit, as part of their annual Compensation Board budget request, a request for the appropriate salary increase as set forth in the Appropriation Act.
- G. The Compensation Board will act upon the Sheriff's request as part of the annual budget process and notify the Sheriff with the May 1 budget approval.
- H. Pay increases will be effective July 1 of each year.
- I. Compensation Board Certification is an annual process; after the initial on-site audit, Sheriffs seeking to renew their certification will undergo an abbreviated audit process of randomly selected standards.
- J. In order for the Sheriff to receive the salary increase associated with Compensation Board certification, the Sheriff must apply for accreditation per paragraph B (above), be audited per paragraph C (above), and submit the request for a pay increase per paragraph F (above).

Effective Date

This policy and procedures have been adopted by the Compensation Board in accordance with the provisions of §15.2-1636, et seq., Code of Virginia and paragraph M, Item 64, Chapter 951, 2005 Acts of Assembly.

CB Form CDP-30C
Application for Sheriff's Certification

Sheriff

Locality

I hereby certify that:

- During the past 12 months, I have completed 24 hours of Virginia Sheriffs' Institute approved management or supervision training specifically related to the duties of the Sheriff.

Class Attended	Hours	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- I have completed 8 hours of Compensation Board approved lawful employment training in the past 12 months_____, OR, the following members of my command staff completed 8 hours of Compensation Board approved lawful employment training in calendar year _____. (effective November 1, 2006)

Name	Class Attended	Hours	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- I adopted the Compensation Board's minimum criteria for Master Deputy Program on _____ (date).
- The most recent audits by the APA and local government auditor reported no findings of material financial weakness under the direction of the Sheriff and no internal control weaknesses identified in the prior year management letter were repeated in the most recent audit.
- This office has a website providing, at a minimum, services provided, hours of operation and contact information. (effective July 1, 2006)

- This office has a VCIN terminal and Livescan fingerprint capability, or a plan to do so. (effective July 1, 2006)
- I have developed, implemented and documented all standards identified in Appendix A of this document.
- I have met all performance standards for jails identified in Appendix B and have attached supporting documentation.

Yes _____

Not Applicable _____

- I have met all performance standards for Law Enforcement identified in Appendix C and have attached supporting documentation.

Yes _____

Not Applicable _____

I understand that I must submit this Application for Certification annually during the month of June as part of my annual budget request of each year in order to be considered for a pay raise effective July 1st of following year.

I agree to provide such documentation as necessary to substantiate this application for certification upon request of the Compensation Board, my governing body or any individual or organization covered under the Virginia Freedom of Information Act. I understand that I will have to undergo an on-site audit to substantiate my conformance with Compensation Board standards and that failure to provide documentation to the satisfaction of the audit committee within the time limit will result in my application for certification being denied for that year. I further understand that I must request the appropriate salary increase authorized by law as part of my annual budget request in January of each year. I have provided a copy of this certification to my governing body.

Signature of Sheriff

Date

Appendix A

Compensation Board Standards Required for Certification

The following are the standards adopted by the Compensation Board as requirements for all Sheriffs seeking compensation through the Sheriffs' Certification Program. All standards are equal in importance and all applicants must prove compliance with all applicable standards.

CDPS 001 A written directive requires all personnel, prior to assuming sworn status, to take an oath of office to enforce the law and uphold the Constitution of the United States and the Constitution of the Commonwealth of Virginia. The oath shall include, at a minimum, the wording required by the Code of Virginia.

CDPS 002 A written directive requires all sworn employees to receive and abide by a code or canon of ethics adopted by their agency.

COMMENTARY: The Code of Ethics of the Office of the Sheriff, as adopted by the National Sheriff's Association will satisfy the intent of this standard.

CDPS 003 A written directive defines the authority vested in sworn personnel.

CDPS 004 A written directive governs procedures for assuring compliance with all applicable constitutional requirements including:

- a. Interviews and interrogations;
- b. Access to counsel;
- c. Search and seizure, with or without a warrant;
- d. Stop and frisk;
- e. Arrest made, with or without a warrant; and
- f. Assuring all constitutional safeguards are provided to non-English speaking and/or hearing impaired persons in a manner that is clearly understood.

CDPS 005 A written directive defines the authority, guidelines, and circumstances when sworn personnel may exercise alternatives to arrest, pre-arraignment confinement and/or pretrial release.

CDPS 006 A written directive addresses the rights and privileges of foreign nationals and diplomatic immunity to include:

- a. The right to have their consular official notified;
- b. Situations where consular notification is mandatory;
- c. The right of consular officials to access foreign nationals in detention and provide consular assistance;
- d. Notification of consular officials when an agency member becomes aware of the death of a foreign national;

- e. Notification of consular officials when a guardianship or trusteeship is being considered with respect to a foreign national who is a minor or incompetent;
- f. Handling of a suspect who claims diplomatic immunity;
- g. Suggested statements of rights to be administered to foreign nationals who are arrested or detained; and
- h. Information needed by the agency to contact the consulate and the U.S. State Department.

COMMENTARY: Refer to Articles 51 & 55 of the Vienna Convention and the U.S. Department of State publications "Counselor Notification and Access" and "Diplomatic and Consular Immunity."

CDPS 007 A written directive prohibits deputies from engaging in bias-based policing. The directive will include:

- a. A definition of bias-based policing;
- b. A requirement that all sworn employees receive initial and on-going training in proactive enforcement tactics, to include cultural diversity, courtesy, and interpersonal communication skills; and
- c. A requirement that all complaints of bias-based policing shall be thoroughly investigated through the agency's internal affairs process.

Commentary: Agencies must avoid practices that undermine the public trust, such as "racial profiling" if they are to strive for maximum effectiveness. A comprehensive "racial profiling" policy and related training provides officers with the knowledge needed to avoid unwarranted accusations. The policy should include direction based on reasonable and articulate suspicion.

CDPS 008 The agency shall have a written mission statement addressing overall departmental philosophy, disseminated to all personnel, that defines the agency's purpose.

CDPS 009 Written goals and objectives are reviewed annually, and, if updated, made available to all agency personnel.

COMMENTARY: Establishing goals and objectives that are communicated to all employees ensure unity of purpose and direction. Goals and objectives should include strategies. Periodic evaluation and updating of goals and objectives serves as a basis for measuring progress.

CDPS 010 A written directive states:

- a. That deputies shall use only the force necessary to effect lawful objectives;
- b. That deputies will follow a force "continuum" or use of force alternative protocols in responding to perceived threats with all issued lethal or non-lethal weapons authorized by the agency;

- c. That deputies may use deadly force only under a reasonable belief that the action is in defense of human life, or in defense of any person in imminent danger or facing a significant threat of serious physical injury;
- d. The guidelines for the use of deadly force against a fleeing felon; and
- e. That the discharge of warning shots is prohibited.

COMMENTARY: This directive may encompass the use of all kinds or types of force, whether deadly or not. The purpose of this standard is to provide deputies with guidance in the use of force in threatening or life-or-death situations, and to prevent the loss of life. The agency might include in its orders definitions of "reasonable belief," "serious physical injury," and "excessive force," per rulings of the U. S. Supreme Court. The force "continuum" and alternative force protocols refers to levels of threat perceived by the deputy with corresponding, authorized modes of force to oppose the threats. In a written directive, this reference may include, with examples, every non-lethal weapon authorized by the agency.

CDPS 011 A written directive requires that all sworn personnel be issued copies of and be trained in orders pertaining to CDPS 010 before being authorized to carry a firearm.

CDPS 012 A written directive outlines procedures to be observed following an application of force, to include:

- a. A description of the internal process for the documentation, review, and disposition of any incident where an officer applies force resulting in, or allegedly resulting in, injury or death of a person; and
- b. A provision permitting the removal of any employee from line duty assignment, pending administrative review, whose actions or application of force results in serious physical injury or death.

COMMENTARY: Agencies must carefully review all incidents in which the application of force causes injury or death. Agencies may wish to consider that all applications of force should be documented and reviewed, not just those resulting in serious injury or worse. Control over the application of force must be maintained for reasons of safety, compliance with state law, or constitutional decisions. The agency directive should state situations or contexts in which force is applied that do not require reporting, such as during training. The purpose of removing employees from line duty assignment is to shield those who have not exceeded lawful authority in applying force. Further, agencies might consider removing from line duty, deputies who have been involved in critical or traumatic use of force incidents for debriefing or counseling, possibly including the deputies' family. Further, agencies should review their force directives at least annually.

CDPS 013 A written directive:

- a. Requires deputies to receive training and demonstrate proficiency in the use of all authorized weapons before carrying them;
- b. Requires deputies to qualify at least annually with any firearm they are authorized to use;

- c. Requires deputies to undergo refresher training and qualification (if applicable) at least biennially for any weapons other than firearms;
- d. Lists procedures for authorizing and carrying non-issued personal weapons, whether lethal or non-lethal; whether for on duty or off duty use; and
- e. Gives agency requirements or prohibitions for carrying weapons and ammunition while on duty or while off duty.

COMMENTARY: The intent of this standard is to cover the issuance, training, certification, and carrying of all authorized weapons, from non-lethal varieties to firearms.

CDPS 014 A written directive requires that:

- a. Each employee is responsible to only one supervisor at any given time;
- b. Each organizational component is under the direct command of only one supervisor;
- c. Supervisory personnel are accountable for the performance of employees under their immediate control; and
- d. All employees obey any lawful order of a supervisor, including any order relayed from a supervisor by an employee of the same or lesser rank. The directive must also include procedures to be followed by an employee who receives a conflicting or unlawful order.

CDPS 015 The agency maintains current job descriptions for each job within the agency.

COMMENTARY: Job descriptions entail the job title, reporting relationships, identification of important or essential elements of each position and dissecting the job into basic parts. The skills, knowledge, and abilities to perform each job should be detailed in the job description.

CDPS 016 The agency has a written directive system that includes, at a minimum:

- a. A statement of agency policy;
- b. Procedures for carrying out agency activities;
- c. Rules and regulations;
- d. Procedures for reviewing, maintaining and revising written directives; and
- e. The identities of the persons or positions that have the authority to issue, modify, or approve agency written directives.

CDPS 017 A written directive establishes and describes the agency's auxiliary program, to include:

- a. The authority of the auxiliary personnel;
- b. The duties and responsibilities of the auxiliary personnel;
- c. The requirement that auxiliary personnel successfully complete training in all tasks which they will be authorized to perform prior to performing the task to include all requirements of the Code of Virginia; and

- d. All training requirements necessary to obtain and maintain auxiliary personnel status.

COMMENTARY: Auxiliary deputies act with the authority of their agency, and present a potential liability if tasked with performing duties (such as traffic direction) without prior training.

CDPS 018 A written directive governs procedures for the requisition and purchase of agency equipment and supplies to include, at a minimum:

- a. Specifications for items requiring standardized purchases;
- b. Bidding procedures;
- c. Criteria for the selection of vendors and bidders;
- d. Procedures for the emergency purchasing or rental agreements for equipment;
- e. Procedures for requesting supplemental or emergency appropriation and fund transfer; and
- f. Procedures for contracts such as maintenance and service agreements.

COMMENTARY: This is generally a county/city procedure that most agencies have to follow.

CDPS 019 The agency uses an accounting system that includes approval of each account, and, at a minimum, provisions for monthly status reports showing:

- a. Initial appropriation for each account (or program);
- b. Balances at the commencement of the monthly period;
- c. Expenditures and encumbrances made during the period; and
- d. Unencumbered balance.

CDPS 020 A written directive governs the maintenance of official cash funds or accounts where agency personnel are permitted to receive, maintain, or disburse cash and includes, at a minimum:

- a. A balance sheet, ledger, or other system that identifies initial balance, credits (cash income received), debits, (cash disbursed), and the balance on hand;
- b. Receipts or documentation for cash received;
- c. Authorization for cash disbursements, including CEO or designee authorization for expenses in excess of a given amount;
- d. Records, documentation, or invoice requirements for cash expenditures;
- e. Persons or positions authorized to disburse or accept cash;
- f. Quarterly accounting of agency cash activities; and
- g. Procedures for an independent audit of the agency's fiscal activities.

*COMMENTARY: This standard refers to drug funds, petty cash, witness protection funds, record room receipts, license fees, etc. This standard does **not** apply to asset forfeiture.*

CDPS 021 A written directive establishes procedures for receiving all evidentiary and non-evidentiary property obtained by employees within agency control, to include:

- a. Requiring all property to be logged into agency records and placed under the control of the property and evidence control function before the deputy ends his/her tour of duty;
- b. Requiring a written report detailing the circumstances by which the property came into the agency's possession and describing each item of property obtained;
- c. Providing guidelines for the packaging and labeling of property prior to storage;
- d. Establishing extra security measures for handling exceptional, valuable, or sensitive items of property; and
- e. Requiring an effort to identify and notify the owner or custodian of non-evidentiary property in the agency's custody.

CDPS 022 A written directive establishes procedures for property and evidence storage to include:

- a. Requiring all evidentiary and non-evidentiary property be stored within designated, secure areas;
- b. Requiring secure facilities to be provided for storage of evidentiary and non-evidentiary property during periods when the property room is closed;
- c. Requiring that only authorized personnel have access to areas used by the agency for storage of evidentiary and non-evidentiary property;
- d. Requiring the maintenance of records that reflect the status of all property held by the agency; and
- e. Establishing procedures for the temporary and final release of property items from the control of the property and evidence function.

CDPS 023 The following inspections and reports shall be completed;

- a. At least quarterly, the person responsible for the property and evidence control function, or his or her designee, conducts an inspection of adherence to procedures used for the control of property;
- b. Whenever the primary property manager is assigned and/or transferred from the property and evidence control function, an inventory of property, to ensure that records are correct and properly annotated, is conducted jointly by the newly designated property custodian and a designee of the CEO;
- c. An annual audit of property held by the agency is conducted by an employee not routinely or directly connected with property control;
- d. Unannounced inspections of property storage areas are conducted *biannually* as directed by the agency's chief executive officer.

CDPS 024 Final disposition of found, recovered, and evidentiary property is accomplished within six months after legal requirements have been satisfied and in accordance with the Code of Virginia.

CDPS 025 If paid law enforcement services, are provided by the agency to another jurisdiction or town, the agency has a written contract detailing the terms of such services, to include:

- a. A detailed description of the specific service(s) to be provided;
- b. Financial terms of the contract;
- c. Records to be maintained by the agency;
- d. Duration, modification, and termination of the contract;
- e. Liability issues;
- f. A stipulation that supervision and control of agency personnel will remain with the agency; and
- g. Arrangements for the use of agency equipment and facilities.

COMMENTARY: The elements of contract law enforcement services should be clearly identified in a written agreement. The contract should clearly define the nature and extent of the services to be provided, such as financial terms, records to be maintained, duration, modification, and termination of the contract, control of agency personnel, use of agency owned equipment and facilities, and liability issues. This standard also applies to providing paid law enforcement services to the National Forest Service.

CDPS 026 The agency makes available information to the public on procedures to be followed in registering complaints against the agency or its employees.

CDPS 027 The community relations' function provides the following, at a minimum:

- a. Establishing liaison with formal community organizations and other community groups;
- b. Informing all personnel that they are responsible for achieving the agency's community relations objectives; and
- c. Developing community relations policies for the agency as a whole.

CDPS 028 A written directive establishes the public information function to include, at a minimum:

- a. Identifying personnel within the agency authorized to make news releases;
- b. Assisting news media personnel in covering news stories at the scene of incidents;
- c. Preparing and distributing agency news releases;
- d. Arranging for, and assisting at news conferences;
- e. Being available for on-call responses to the news media;
- f. Coordinating and authorizing the release of information concerning victims, suspects, and witnesses;
- g. Coordinating and authorizing the release of information concerning on-going agency investigations and operations; and
- h. Procedures for releasing information when other service agencies are involved in a mutual effort.

COMMENTARY: Agencies have an obligation to inform the public and news media of events that affect the lives of citizens in their communities with openness and candor. The

intent of this standard is to establish accountability for the public information function and to provide guidelines to all agency personnel regarding the release of information on agency activities or investigations which may jeopardize the outcome of such activities or investigations, or conflict with applicable legal requirements or restrictions.

CDPS 029 A written directive establishes guidelines for employees regarding compliance with the Freedom of Information Act to include at a minimum:

- a. A designated point of contact within the agency to handle third party requests for information;
- b. Maximum time limits for providing requested information;
- c. Calculating the charges for information provided; and
- d. Circumstances under which the information may be withheld.

CDPS 030 A written directive summarizes the rights of victims and witnesses in accordance with the Code of Virginia.

CDPS 031 A written directive establishes procedures for radio communications, to include:

- a. Specifications of the circumstances requiring radio communications by field deputies;
- b. The recording of the status of deputies when out of service;
- c. The methods used for identifying deputies during radio transmissions;
- d. Communications with interacting agencies; and
- e. Circumstances that require the presence of a patrol supervisor at the scene for the purpose of assuming command.

CDPS 032 Communications personnel have immediate access to at least the following departmental resources:

- a. Officer in charge;
- b. Duty roster of all personnel;
- c. Residential telephone number of every agency member;
- d. Visual maps detailing the agency's service area;
- e. Deputy status information; and
- f. Written procedures and telephone numbers for procuring emergency and necessary external services to the agency.

CDPS 033 A written directive requires the documenting and/or reporting of every incident if the incident is alleged to have occurred in the agency's service area to include:

- a. Citizen reports of crimes;
- b. Citizen requests/calls for service;
- c. When an employee is dispatched or assigned;
- d. Criminal and non-criminal cases initiated by law enforcement employees; and
- e. Incidents involving arrests, citations, or summonses.

COMMENTARY: A record should be made of actions taken by Virginia law enforcement personnel whether in response to a request for service or for self-initiated actions. The directive should establish procedures to ensure that proper action is taken to investigate complaints, evaluate suggestions, and correct deficiencies or refer them to proper authorities for correction.

CDPS 034 The agency's criminal record system must:

- a. Be compatible with the requirements of the Virginia Central Criminal Records Exchange; and
- b. Have records (physical or electronic) accessible 24 hours a day.

COMMENTARY: Participation in the national Uniform Crime Reporting/Incident Based Reporting system helps promote the development of good record keeping and aids in the effort to establish a national database of crime statistics. The standard would be satisfied if the agency reports data via the Virginia Central Criminal Records Exchange, for subsequent inclusion in the national system and supplied 24-hour access to physical or electronic records.

CDPS 035 A written directive establishes privacy and security precautions for the agency's records, and at a minimum, includes the following:

- a. Procedures for the separation of juvenile criminal arrest records from adult criminal arrest records pursuant to state code;
- b. Physical security and controlling access to agency files; and
- c. Procedures for the release of agency records.

CDPS 036 A written directive establishes a field reporting system to include:

- a. Guidelines when reports must be written;
- b. Forms to be used in field reporting;
- c. Procedures for completing field and accident reports;
- d. Procedures for submitting and processing; and
- e. Incidents reported to the agency, by citizens of their jurisdiction, when the jurisdiction of the offense cannot be determined. (01/04)

COMMENTARY: This directive may be in the form that describes and illustrates the information to be included on report forms

CDPS 037 A written directive establishes procedures for maintaining a warrant and wanted persons file, to include:

- a. Establishing criteria for entering notices in regional, state, and federal information systems;
- b. Establishing criteria for receiving information from other jurisdictions;
- c. Recording the information in agency files;
- d. Verifying information;

- e. Canceling information; and
- f. 24- hour physical access to the warrant section.

COMMENTARY: Warrants and the master name index should be cross-referenced. Some agencies may place this responsibility with central records, others may have specialized functions such as warrant and fugitive or civil process units. If the agency is accomplishing the requirements in any fashion, it is sufficient for compliance with all standards.

CDPS 038 The agency has and complies with a records retention schedule consistent with the Code of Virginia.

CDPS 039 A written directive establishes procedures for the distribution of reports and records.

CDPS 040 A written directive establishes procedures for responding to routine and emergency calls, and includes guidelines for the use of authorized emergency equipment.

CDPS 041 A written directive defines the agency's use of occupant safety restraining devices in agency vehicles in compliance with the Code of Virginia.

CDPS 042 Body armor is issued to, or at least available to, all officers assigned to routine uniformed field duty.

CDPS 043 If the agency utilizes cellular telephones and/or mobile data technology in agency vehicles, a written directive governs their usage

Commentary: The directive should address issues of use and operation while driving, regardless of whether it is agency owned or personal property.

CDPS 044 If the agency has, or uses, any special purpose vehicles and/ or animals, a written directive governs their operation and includes at a minimum:

- a. A statement of the objective of their operation or usage;
- b. Training for personnel authorized to operate and maintain the vehicle and its equipment or control and care of the animal; and
- c. A list of equipment, required for the vehicle and/or animal.

CDPS 045 A written directive governs pursuit of motor vehicles to include:

- a. Evaluating the circumstances;
- b. Initiating deputy responsibilities;
- c. Secondary unit's responsibilities;
- d. Dispatcher's responsibilities;
- e. Supervisor's responsibilities;
- f. Forcible stopping/roadblock (see Use of Force policy);
- g. Inter- and intra-jurisdictional pursuits;

- h. When to terminate pursuit; and
- i. Procedure for administrative review of the pursuit.

CDPS 046 A written directive establishes steps to be followed in conducting preliminary investigations, to include:

- a. Documenting pertinent conditions, events, and remarks;
- b. Maintaining and protecting the crime scene and arranging for the collection of evidence;
- c. Locating and identifying victims and witnesses; and
- d. Interviewing the complainant and witnesses, and interviewing the suspect.

CDPS 047 A written directive establishes procedures to be used in follow-up investigations, to include:

- a. Reviewing preliminary investigation reports;
- b. Conducting additional interviews and interrogations;
- c. Preparing case files;
- d. Collecting and preserving physical evidence;
- e. Identifying and apprehending suspects; and
- f. Assisting in the prosecution of the case.

CDPS 048 A written directive specifies procedures for receiving, processing, and investigating vice, drug, and organized crime complaints.

CDPS 049 A written directive specifies procedures for conducting vice/narcotics operations.

CDPS 050 The agency has a written directive and/or mobilization plan which provides for responding to:

- a. Natural disasters;
- b. Man-made disasters;
- c. Civil disturbances;
- d. Hostage/barricaded person;
- e. Active shooter situation; (01/04)
- f. Handling a bomb threat; and
- g. Search missions of missing and/or endangered persons.

CDPS 051 A written directive establishes uniform enforcement policies for traffic law violations, to include:

- a. Driving under the influence of alcohol/drugs;
- b. Operating a vehicle after driving privileges have been suspended or revoked;
- c. Speed violations;
- d. Other hazardous violations;
- e. Off-road vehicle violations;

- f. Equipment violations;
- g. Public carrier/commercial vehicle violations;
- h. Violations committed by juveniles;
- i. Violations committed by non-residents (out of area and/or state);
- j. Newly enacted laws and/or regulations;
- k. Violations resulting in traffic accidents; and
- l. Pedestrian and/or bicycle violations.

CDPS 052 A written directive establishes procedures for stopping and approaching traffic law violators.

CDPS 053 A written directive governs control of property belonging to accident victims.

CDPS 054 A written directive specifies procedures for traffic direction and control, to include the following, at a minimum:

- a. At the scene of traffic accidents;
- b. Uniform hand signals and gestures for manual traffic direction and control;
- c. At the scene of fires;
- d. During periods of adverse road and/or weather conditions;
- e. Circumstances warranting manual operation of traffic control devices;
- f. Use of temporary traffic control devices; and
- g. A requirement that any personnel directing and/or controlling traffic wear reflective clothing and/or vests at all times.

CDPS 055 A written directive describes circumstances warranting the use of roadblocks and/or checkpoints and specifies procedures for implementation. (NOTE: See standards governing Use of Force.)

CDPS 056 A written directive prescribes the security and control of prisoners being transported, including, but not limited to:

- a. Handcuffs and other restraints;
- b. Seating arrangements;
- c. Requiring the search of the transport vehicle before and after transporting prisoners;
- d. Requiring a search of all prisoners prior to transporting; and
- e. Documentation.

COMMENTARY: This directive should not be limited to vehicle transport. Procedures for the handling of high risk or dangerous prisoners should be specified, as well as the security of prisoners during rest stops and meals. Additionally, prisoner communication with citizens and each other on multiple transports should be addressed.

CDPS 057 A written directive describes procedures for transporting and handling sick, injured, handicapped, mentally ill, or prisoners suspected of carrying a communicable disease such as AIDS or hepatitis, to include:

- a. Supervisory notification in the above or unusual instances;
- b. Dealing with medical personnel and hospital protocol; and
- c. Documentation.

CDPS 058 A written directive governs situations permitting transports by officers of juveniles or prisoners of the opposite sex.

COMMENTARY: Policies should be in place to address the transport by officers of juveniles and prisoners of the opposite sex, to include transmitting the vehicle mileage and time frame to the dispatcher.

CDPS 059 A written directive establishes procedures following the escape of a prisoner while being transported, to include:

- a. Further actions to be taken;
- b. Timely notifications to be made; and
- c. Reports to be prepared.

CDPS 060 A written directive identifies the types of restraints authorized by the agency and the circumstances or conditions for their use.

CDPS 061 A written directive requires that all involved personnel receive training in the operation of a lockup /holding cell.

CDPS 062 Consistent with legal requirements, a written directive requires that a search be made of all prisoners upon entry into the lockup /holding cells.

CDPS 063 A written directive establishes procedures for instances when a person is placed and left alone in an interview room, to include:

- a. Constant monitoring through visual and/or video technology of the person placed and left alone in an interview room;
- b. Having personnel in close proximity of the room, available to intervene on behalf of the person or the agency immediately as needed;
- c. Conducting a search of the person, if necessary;
- d. A search or preparation of the room prior to each interview;
- e. Defining procedures for officers to follow regarding weapons when using the interview room;
- f. Controlling the use of keys and other access devices; and
- g. Training requirements for all personnel authorized to utilize the interview room.

COMMENTARY: The interview room is a commonly used tool in the investigative process. The intent of this standard is to ensure that officers understand and avoid the civil liability that can be incurred when the room is used to hold a person who is not

under constant personal supervision. Constant visual observation can be achieved by sight or video equipment.

CDPS 064 A written directive establishes the agency's courthouse/courtroom security function, to include:

- a. Physical security plan;
- b. Security operations;
- c. Special operations plan;
- d. High risk trial plans;
- e. Emergency procedures (fire, bomb, escape, etc.); and
- f. Equipment.

CDPS 065 A written directive governing the courthouse/courtroom security function must be made available to all personnel assigned therein.

CDPS 066 A written directive identifies a position within the agency responsible for the courthouse/courtroom security function.

CDPS 067 A written directive governs required searches of courtrooms for contraband.

COMMENTARY: Personnel assigned to courtrooms should examine all courtrooms prior to opening and following closing and be alert to any unusual findings.

CDPS 068 A written directive specifies that equipment used for courthouse/courtroom security be identified and available for use at all times.

CDPS 069 A written directive requires that the information regarding items of legal process, (both civil and criminal), be recorded and maintained, to include:

- a. Date and time received;
- b. Agency tracking method;
- c. Type of process (civil/criminal);
- d. Nature of document;
- e. Source of document
- f. Name of plaintiff/complainant and defendant/respondent;
- g. Deputy assigned for service or serving officer;
- h. Date of assignment;
- i. Method of service;
- j. Date of service and/or return;
- k. Location of service or attempted service; and
- l. Reason for non-service.

CDPS 070 A written directive governs the service of civil process.

COMMENTARY: The directive should describe the role and responsibilities relating to the service of civil process. Each type of process should be identified and specific requirements explained.

CDPS 071 A written directive governs the execution of criminal process.

COMMENTARY: The directive should address the types of warrants to be executed, territorial limits, time requirements, statutory provisions, and provisions for the issuance of summons in lieu of arrest.

CDPS 072 If the agency acquires property through the civil legal process; a written directive defines the methods to be used in the disposition of all such property.

COMMENTARY: All property acquired through the civil legal process must be disposed of according to State code i.e., writs, levies, fieri facias, etc.

CDPS 073 A written directive establishes the procedures for handling domestic violence, to include;

- a. Outlining arrest criteria;
- b. Defining standards for determining the predominant physical aggressor;
- c. Outlining standards for completing arrest reports;
- d. Defining procedures for transporting victims to safe places or medical facilities;
- e. Requiring deputies to advise victims of available legal and community resources; and
- f. Requiring deputies to petition for an emergency protective order in accordance with the Code of Virginia.

CDPS 074 A written directive identifies the agency's process for the selection of qualified applicants for sworn positions, and includes, at a minimum, adherence to the requirements found in the Code of Virginia.

CDPS 075 A written directive requires that all elements of the selection process be administered, scored, evaluated, and interpreted in a fair and uniform manner.

CDPS 076 A written directive requires that any testing, examinations, interviews, or investigations utilized during the selection process be conducted by personnel trained in these functions.

CDPS 077 A written directive requires that, at a minimum, applicants receive notification of application disposition.

CDPS 078 A written directive requires the agency to maintain records on the testing results of each applicant for a minimum of three years.

CDPS 079 A written directive prohibits discrimination in the work place and provides a means by which it can be reported.

CDPS 080 A written directive shall identify the person(s) or position(s) within the agency responsible for investigating complaints of discrimination.

CDPS 081 A written directive describes the agency's salary program, to include:

- a. Entry level salary for the agency;
- b. Salary differential within ranks;
- c. Salary differential between ranks;
- d. Salary levels for those with special skills, if any;
- e. Compensatory time policy; and
- f. Overtime policy.

Commentary: Compensation guidelines are governed by applicable state and federal regulations (FLSA).

CDPS 082 A written directive describes the agency's leave program, to include:

- a. Administrative leave;
- b. Holiday leave;
- c. Sick leave; and
- d. Vacation (annual) leave.

CDPS 083 A written directive describes the agency's:

- a. Retirement program;
- b. Health insurance program;
- c. Disability and death benefits program;
- d. Liability protection program; and
- e. Employee educational assistance program, if any.

CDPS 084 A written directive governs the provision of physical examinations for sworn employees. Any examination required of employees in permanent, full-time jobs must be provided at no cost to the employee.

CDPS 085 A written directive governs the types of off-duty employment in which agency personnel may not engage.

COMMENTARY: This standard applies to all agency personnel. It pertains to secondary employment of the off-duty type, that is, outside employment wherein the use of law enforcement powers is not anticipated. Non-sworn personnel shall be governed by Department policy concerning outside employment.

CDPS 086 If the agency permits sworn personnel to engage in extra-duty employment, a written directive addresses the following:

- a. The requirement that sworn personnel must receive agency permission to engage in extra-duty employment;
- b. The behavior and activities of officers during extra-duty employment;
- c. Approval, review, and revocation processes pertaining to deputies' extra-duty employment;
- d. Designation of a point of coordination within the agency to oversee adherence to the aforementioned policies, processes, and other matters deemed appropriate by the agency; and
- e. Documentation of the significant aspects of each deputy's extra-duty employment.

COMMENTARY: This standard pertains to personnel whose secondary employment is of the extra-duty type, that is, outside employment wherein the actual or potential use of law enforcement powers is anticipated.

CDPS 087 If the agency has a career development program, a written directive establishes training requirements for all sworn personnel assigned by the agency to conduct career development activities.

CDPS 088 If the agency has a career development program/plan; the program/plan is evaluated as needed.

CDPS 089 The agency maintains an ongoing inventory of skills, knowledge, and abilities of each employee.

CDPS 090 A written directive establishes the performance evaluation system; and,

- a. Defines its objectives;
- b. Requires an annual written performance evaluation of each employee; and
- c. Addresses performance evaluations of probationary employees during the probationary period, or as required by jurisdictional personnel policy.

CDPS 091 A written directive requires a supervisory review to include the following areas:

- a. Results of the performance evaluation just completed; and
- b. Level of performance expected, rating criteria or goals for the new reporting period.

CDPS 092 A written directive establishes a disciplinary system, to address:

- a. Utilization of training as a function of discipline;
- b. Utilization of counseling as a function of discipline;
- c. Taking punitive actions in the interest of discipline, including oral reprimands, written reprimands, suspension, demotion, reduction of leave, transfer, and termination, if applicable; and
- d. Appeal procedures in disciplinary actions.

CDPS 093 A written directive addresses communicable diseases to include the following:

- a. The designation of a position responsible for the coordination of a communicable disease program;
- b. Precautions associated with public safety personnel in the performance of their duties;
- c. Protective equipment issued to and maintained by personnel;
- d. Reporting procedures for possible exposure;
- e. Disposal of contaminated materials;
- f. Guidelines for associated medical care;
- g. Training; and
- h. Record keeping confidentiality.

COMMENTARY: All departmental policy regarding communicable diseases will be in compliance with the Code of VA as well as OSHA guidelines.

CDPS 094 The agency requires all newly sworn deputies to have successfully completed a recruit training program prior to any routine assignment in any capacity in which the deputy is allowed to carry a weapon and/or is in a position to make an arrest, except as part of a formal field training program. The recruit-training program shall include:

- a. A curriculum based on tasks of the most frequent assignments of deputies who complete recruit training;
- b. Use of evaluation techniques designed to measure competency in the required skills, knowledge, and abilities (SKA);
- c. Compliance with state training mandates for deputy sheriffs; and
- d. Any applicable legal requirements relevant to the performance of duties.

COMMENTARY: The intent of this standard is to ensure that all deputies have completed the agency required law enforcement basic training academy and field training program.

CDPS 095 A written directive establishes a field-training program for recruits with provisions for the following:

- a. Field training of at least four weeks for trainees, during and/or after the required classroom training with direct supervision of the trainee by a Field Training Officer(s);
- b. A selection process for field training officers;
- c. Supervision of field training officers;
- d. Liaison with the academy staff;
- e. Training of field training officers;
- f. Rotation of recruit field assignments, if possible;
- g. Guidelines for the evaluation of recruits by field training officers; and
- h. Reporting and documentation responsibilities of field training officers.

CDPS 096 A written directive identifies the functions for which specialized training is required, and includes the following:

- a. Development and/or enhancement of the skills, knowledge, and abilities particular to the specialized training;
- b. Policy and procedures related to the specialized function or component to include how it is managed and utilized; and
- c. Supervised on-the-job training.

CDPS 097 If the agency has Specialized Units, the agency requires that all personnel assigned to these units engage in regularly scheduled training and readiness exercises.

CDPS 098 A written directive requires all newly appointed civilian personnel to receive information regarding:

- a. The agency's role, purpose, goals, policies, and procedures;
- b. Working conditions and regulations; and
- c. Responsibilities and rights of employees.

CDPS 099 A written directive requires that proper documentation and records be kept on file for all job related training received by agency personnel, to include:

- a. The title of the training received;
- b. The dates and number of hours of attendance;
- c. The identification of trainers or agencies presenting the course; and
- d. The names of all agency personnel receiving the training.

Appendix B

Compensation Board Performance Standards for Sheriffs with Jails

The Sheriff must certify that:

- the most recent Compensation Board LIDS audit was satisfactory or better
- the most recent DOC unannounced inspection revealed no findings adversely affecting the health, safety or welfare of inmates
- achieved 95% on the most recent DOC triennial jail inspection

Appendix C

Compensation Board Performance Standards for Sheriffs with Law Enforcement

The Sheriff must certify that:

- A survey of citizen attitude and opinion is conducted no less frequently than every four years and the survey includes:
 - i. Overall agency performance;
 - ii. Overall competence of agency employees;
 - iii. Deputies attitudes and behavior towards citizens;
 - iv. Concern over safety and security within the agency service area as a whole; and,
 - v. Recommendations and suggestions for improvements.
- I have developed, implemented and documented the following standards which are applicable to the duties performed by the individual Sheriff's office with law enforcement responsibilities:

CDPS 100LE A written directive establishes crime analysis functions to include, at a minimum:

- a. Specification of documents from which crime analysis data elements are extracted;
- b. Analysis of crime data;
- c. Identification of potential or actual police/citizens concerns;
- d. Documentation of the temporal (time) and geographic (location) distribution of selected crimes;
- e. The distribution of crime analysis information, to include the chief executive officer; and
- f. Feedback analysis and program evaluation.

CDPS 101LE At least annually, the agency prepares a report that includes, at a minimum, the following elements:

- a. A description of the concerns voiced by the community;
- b. A description of potential problems that have a bearing on law enforcement activities within the community; and
- c. A statement of recommended actions that address previously identified concerns and problems.

CDPS 102LE The agency's crime prevention function provides for the following:

- a. Targeting programs to address the public safety needs of the community;
- b. Evaluating the effectiveness of crime prevention programs; and

- c. Assisting in organizing crime prevention groups in residential and business areas targeted for such activities and maintaining liaison with these and other interested community groups.

CDPS 103LE A written directive defines victim/witness services to be rendered during preliminary investigation, to include:

- a. Giving information to the victim/witness about applicable services such as medical services, compensation programs, counseling, legal services, etc.;
- b. Advising victims/witnesses about what to do if the suspect or suspect's companions or family threatens or otherwise intimidates him or her;
- c. Informing victims/witnesses about the case number and subsequent steps in the processing of the case;
- d. Providing the telephone number that the victim/witness may call to report additional information about the case or to receive information about the status of the case;
- e. Petitioning for an emergency protective order by the officer, if necessary, and
- f. Providing for transportation for victims to safe places or medical facilities.

COMMENTARY: Much of the information for victim/witness services can be placed on a card and given to the victim/witness by the preliminary investigating officer.

CDPS 104LE A written directive specifies a position in the agency responsible for the communications function.

COMMENTARY: The purpose of this standard is to place accountability for the communications function within the agency's organizational structure.

CDPS 105LE A written directive establishes the agency's communication function, to include:

- a. Radio communications;
- b. Telephone communications;
- c. Teletype and automated data communications; and
- d. Alarm monitoring (if applicable.)

COMMENTARY: The written directive should establish these functions and specify activities associated with each. In small agencies, one person may be responsible for all functions. In larger agencies, these functions may be separated and staffed accordingly.

CDPS 106LE A written directive requires that the agency's radio operations be conducted in accordance with Federal Communications Commission (FCC) procedures and requirements and/or SIRS procedures, as applicable.

CDPS 107LE The agency provides 24-hour, toll-free telephone access to the citizens of its jurisdiction for emergency calls for service.

COMMENTARY: The citizens of the agency's jurisdiction should be able to contact the law enforcement agency at all times for information or assistance that may be needed in emergencies.

CDPS 108LE A written directive establishes procedures for obtaining, recording, maintaining, and purging relevant information of each request for service, to include:

- a. Control number;
- b. Date and time of request;
- c. Name and address of complainant (if possible);
- d. Type of incident reported;
- e. Location of incident reported;
- f. Identification of officer(s) assigned as primary and backup;
- g. Time of dispatch;
- h. Time of officer arrival;
- i. Time of officer return to service;
- j. Disposition or status of reported incident; and
- k. CAD equipped agencies must include a retention schedule for data captured by the computer system.

CDPS 109LE A written directive specifies security measures for the communications center, to include:

- a. Limiting access;
- b. Protecting equipment; and
- c. Providing for back-up resources.

COMMENTARY: The capability to maintain communications in all emergencies dictates security measures are implemented that protects communications personnel and equipment.

CDPS 110LE The communications component maintains the capability of immediate playback of recorded telephone and radio conversations while it maintains continuous recording of radio transmissions and emergency telephone conversations within the communications center. The written directive establishes the following:

- a. The retention of audio records for a minimum of thirty days;
- b. Secure handling and storage of audio records; and
- c. Procedures for reviewing recorded conversations.

CDPS 111LE The agency has an alternate source of electrical power that is sufficient to ensure continued operation of emergency communications equipment in the event of the failure of the primary power source.

CDPS 112LE A written directive identifies forfeiture action seizure procedures and the position in the agency responsible for the agency's asset forfeiture program, to include the following:

- a. Responsibility for the effective processing of paperwork;
- b. Responsibility for the management of property seized and stored under asset seizure laws;
- c. Responsibility for monitoring the proceeds from forfeited assets; and
- d. Responsibility for compliance with State and Federal guidelines for asset forfeiture.

CDPS 113LE A written directive establishes the agency's juvenile operations, and includes a statement that all agency personnel are committed to the development and perpetuation of programs designed to prevent and control juvenile delinquency.

CDPS 114LE A written directive requires that officers dealing with juvenile offenders use, when applicable, reasonable alternatives to arrest, and includes at a minimum, provisions for the following:

- a. Outright release with no further action;
- b. Criteria and procedures for issuing citations or summonses to juvenile offenders to appear at intake in lieu of taking them into custody; and
- c. Referral to juvenile court.

CDPS 115LE The agency has written procedures for taking a juvenile into custody, including, at a minimum, provisions for the following:

- a. Determining whether the juvenile is alleged to have engaged in non-criminal misbehavior (a status offense);
- b. Determining whether the juvenile is alleged to have been harmed or to be in danger of harm;
- c. Ensuring that the constitutional rights of juveniles are protected;
- d. Bringing the juvenile to the intake facility or the juvenile component without delay (unless the juvenile is in need of emergency medical treatment);
- e. Notifying parents or guardians of juveniles of the fact that they have been taken into custody; and
- f. Custodial interrogation to include duration, number of officers, and conferring with parents or guardians.

CDPS 116LE If the agency has a school liaison program, it incorporates the following:

- a. Acting as a resource with respect to delinquency prevention;
- b. Providing guidance on ethical issues;
- c. Providing individual counseling to students; and
- d. Explaining the law enforcement role in society.

Appendix D

Glossary of Terms

Academy: A training facility, which is certified by the Virginia Department of Criminal Justice Services to conduct basic, in-service and other specialized training for law enforcement personnel. The facility may be run by a single agency or may be regional.

Auxiliary Officer: (Virginia Code §15.2-1731) Auxiliary officers shall be defined by their authority or lack of authority to arrest. If the auxiliary member has the authority to arrest, he or she must meet the minimum law enforcement training standards as set by the Department of Criminal Justice Services (Virginia Code §9-170) for law enforcement officers. Auxiliary members not having the authority to arrest must meet minimum training standards as set by the Department of Criminal Justice Services pertaining to the tasks they perform, if applicable.

Biannually: Occurring twice a year.

Biennially: Occurring every two years.

Bimonthly: Occurring once every two months.

Capital Assets: Assets that add to the long-term worth. Capital assets are items the agency acquires for long-term use such as furniture and equipment as opposed to supplies such as pencils and paper. Examples of capital assets are vehicles, weapons, uniforms and office equipment.

Career Development Activities: An organized and supervised set of duties or functions designed to facilitate personnel advancement by stimulating learning such as counseling, training and/or job rotations.

Chain of Command: Formal lines of communication going downward or upward within the organizational hierarchy through each successive level of command.

Civil Process: Those writs, summonses, mandates, petitions, or other process issuing from a court of law or equity pertaining to a cause of action of a civil nature. The term includes original, intermediate and final process to be served by the agency in any action involving civil litigants. For the purpose of the accreditation standards, asset forfeiture will not be considered under this category.

Commentary: The narrative located below the standard statement, which serves as a guide regarding the intent of the standard. It is solely for clarification and is **NOT** a binding part of the standard.

Contract Services: Paid law enforcement services provided by the agency to another jurisdiction or an entity or town within the agency's jurisdiction, which are provided as a result of and governed by a contract between the providing agency and the recipient. Contract services do not include off-duty employment, but do include instances where manpower will come from regularly scheduled employees.

Courthouse Holding Cell: Any room or cell that is used to hold **incarcerated** subjects at the courthouse for the purpose of their appearance before a court. (See Lock Up/holding facility)

Evaluation Period: An established length of time during which an employee is evaluated for his/her ability to learn and/or perform expected tasks and functions associated with his/her assigned position. Sheriffs may use this as a tool in place of the probationary period, as there is no guarantee of employment within a sheriff's office.

Field Training: A program for recruit deputies designed to enable them to apply classroom knowledge in closely supervised on-the-job situations.

Job Classification: A group of positions that perform similar duties, have similar qualifications and have the same salary grade.

Job Description: A description of the tasks, duties, responsibilities and working conditions associated with a job. A job description generally contains information on the following:

- What the employee will do;
- What skills, knowledge, and abilities (SKA's) the job requires; and
- What the working conditions and the physical demands of the job are.

Legal Process: Any item of civil or criminal process, whether original, intermediate or final which is valid on its face and is to be served or executed by the law enforcement agency.

Lock Up/Holding Facility: A temporary detention facility where detainees are held not more than twelve (12) hours. Holding facilities, which are an integral part of a jail, are not considered a lock up. An agency will be considered to operate a lock up when they exercise the practice of detaining or holding persons for any period of time in a room or space, or shackling any person to an immovable object, and not continually keeping **direct personal supervision and control** by another person who can immediately intervene on behalf of the agency or the detainee.

Personnel: All sworn and non-sworn members of an agency and any volunteers working on behalf of the agency.

Probationary Status: A phase of the selection promotional process represented by some form of conditional employment.

Semimonthly: Occurring twice a month.

Special Police Officer: (Virginia Code §15.2-1737) Officers appointed by the circuit court, upon application of the sheriff or chief of police, for a period of not more than four years. Special police officers may be re-appointed. They must be determined to be suitable and discreet (background investigation.) They shall be conservators of the peace under the supervision of the person or agency making application for the appointment. The agency or person making application shall likewise be civilly liable for any wrongful action or conduct committed by the appointee within the scope of his/her employment. The special police officer may be a paid employee if he/she is not otherwise employed.

Special Purpose Vehicle or Animal: A vehicle or animal used due to considerations of weather, terrain, the need for inconspicuous appearance, quietness, storage requirements, special operational needs, etc. This category includes but is not limited to: SWAT trucks, bomb disposal vehicles, mobile command posts, all-terrain vehicles, snowmobiles, boats, aircraft, prisoner transport vehicles, motorcycles, bicycles, and animals such as dogs and horses.

Written Directive: Any written documents used to guide or affect the performance or conduct of agency employees. The term includes policies, procedures, rules and regulations, general orders, special orders, memorandums, and instructional material such as lesson plans. Also included in this category are International, Federal, State, and local laws and ordinances.

Appendix E

Virginia Sheriffs' Association (VSA) Concurrence

-----Original Message-----

From: John Jones [mailto:jjones@virginiasheriffs.org]

Sent: Tuesday, June 21, 2005 11:03 AM

To: Haynes, Bruce

Cc: psbarner@meckcom.net; cjett@co.stafford.va.us

Subject: Career Development for Sheriffs

To the Compensation Board Members and Staff:

Thank you for inviting the Virginia Sheriffs' Association (VSA) members to offer advice & guidance in the development of the Sheriffs' Career Development Program. As you know, a special VSA Committee was established for this purpose; the committee has approved both the CB's draft Certification and Accreditation plans dated June 23rd, 2005. The VSA supports these plans.

John W. Jones
Executive Director
Virginia Sheriffs' Association

h:\waddell\sheriffs\SheriffsCertificationProgram-July20,05(AmendedFeb06,Apr06)

February 23, 2006

Mr. John W. Jones, Executive Director
Virginia Sheriffs' Association
701 East Franklin Street
Richmond, VA 23219

Dear John:

This is in response to your request of January 31, 2006, regarding clarification of the Compensation Board's Certification Program for Sheriffs, and confirms action taken by the Compensation Board on February 22, 2006.

During the development of the program, Compensation Board staff met with a committee of Sheriffs to address the specific training requirements of the certification program. The committee recommended that the coursework should be related to the duties of the Sheriff and not a repeat of what would otherwise be found as standard course offerings in local criminal justice academics. Specifically, coursework in management and supervision, or training in other specific duties of the Sheriff such as the management of critical incidents, oversight of OSHA reporting and recording, etc. was seen as being appropriate and meaningful. Another example would be use of force; it is unlikely that many Sheriffs would need the same level of "hands-on" training required by a patrol deputy, but the development and implementation of a use of force policy would be an appropriate topic for certification by the Virginia Sheriffs' Institute (VSI).

Most course offerings will include, as a part of the syllabus, the "target audience". That, along with the course description itself, would appear to be the most relevant factor in determining if the course should be certified by VSI as being specifically related to the management and supervision duties of the Sheriff.

The committee also discussed having the coursework certified by the Department of Criminal Justice Services (DCJS) and decided that it would be better if VSI did the certification, as DCJS did not characterize their certification as to the target audience, e.g., deputies, command staff or Sheriff. Consequently, DCJS approval for in-service credit should not be seen as automatic approval of the course for Compensation Board certification purposes. Further, it is not the intent of the Compensation Board to recognize course offerings at national and state conferences unless the VSI believes that specific hours relating to management and supervision, as outlined above, can be certified.

Mr. John W. Jones, Executive Director
Page 2
February 23, 2006

In order to better clarify the intent of the Compensation Board viewpoint on coursework certification by VSI, the Compensation Board has amended the certification statement on page 7 of the Certification Policy to read:

“During the past 12 months, I have completed 24 hours of VSI approved management or supervision training specifically related to the duties of the Sheriff.”

Please let me know if you need any additional information.

Sincerely,

Frank Drew
Chairman

/Signature/

Bruce W. Haynes
Executive Secretary

C: Robyn M. de Socio, Assistant Executive Secretary
Charlene M. Rollins, Customer Service Manager
Meredith L. Farrar-Owens, Policy Manager

h/waddell/sheriffs/Feb23,06JJonesVSA-CB Cert Program for Sheriffs

Appendix F

Amendments

On February 22, 2006, the Compensation Board amended the certification statement on page 7 to clarify that the intent of the Compensation Board was that the 24 hours of required coursework must be directly related to the management and supervisory duties of the Sheriff.

On April 26, 2006, the Compensation Board amended and renumbered the standards in Appendix A and Appendix C to clarify that the standards are Compensation Board standards and not VLEPSC standards.